

## **EMPLOYMENT OPPORTUNITY**

**ANNOUNCEMENT NUMBER: HNALL 07/13**

**OPEN TO:** All Interested Candidates - Vietnamese Citizens

**POSITION:** **Chauffeur (2 positions)**, FSN-3

**OPENING DATE:** April 16, 2007

**CLOSING DATE:** April 30, 2007

**WORK HOURS:** Full-time, 44 hours/week

**ANNUAL SALARY:** US\$3,475 (Starting salary)

**LENGTH OF HIRE:** Long-term. Actual filling of the position is contingent upon the availability of funds.

The Embassy of the United States of America in Hanoi is seeking individuals for employment in Vietnam for two (2) Chauffeur positions in Joint POW/MIA Accounting Command (JPAC)/Detachment Two in Hanoi.

### **BASIC FUNCTION OF THE POSITION**

Incumbent of these positions will operate Detachment Two motor vehicles to transport passengers and/or cargo to support the Joint POW/MIA Accounting Command, Detachment Two in Vietnam. These positions require extensive travel to remote regions through out Vietnam on temporary duty status to chauffeur JPAC personnel and/or cargo to field locations.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, Hanoi.

### **QUALIFICATION REQUIREMENTS**

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary education is required.
2. Must have at least three years of work experience as a driver.
3. Must be able to operate and perform minor maintenance on passenger vehicles and trucks. Must have knowledge of all traffic rules and regulations for the Socialist Republic of Vietnam. Knowledge of roads, off road tracks and highways throughout Vietnam is required.
4. Must have Vietnamese driving license valid for both passenger vehicles and trucks.
5. Level 2 (Limited) Speaking/Reading English is required (this will be tested). Fluency in Speaking/Reading Vietnamese is required.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. The candidate must be able to obtain and hold Post security clearance.

## **TO APPLY**

Interested candidates for this position must submit the following, or the application will not be considered:

1. Post form "Application for Employment with the U.S. Mission to Vietnam" available on the website.
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

You may download the application form at [http://vietnam.usembassy.gov/job\\_opportunities.html#appforms](http://vietnam.usembassy.gov/job_opportunities.html#appforms) or paper copies are available from the security guard main gate at the U.S. Embassy, 7 Lang Ha Street, Hanoi between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

## **SUBMIT APPLICATION TO**

Human Resources Officer  
U.S. Embassy, 7 Lang Ha Street, Hanoi

All applications must be put in sealed envelopes and addressed to the Human Resources Officer to receive consideration. Please write clearly on your envelope the position for which you are applying.

## **POINT OF CONTACT**

Human Resources Office  
U.S. Embassy Hanoi  
Tel. 84-4-772-1500  
FAX: 84-4-772-0697

### **CLOSING DATE FOR THIS POSITION: APRIL 30, 2007**

(All applications must be received by the closing date to receive consideration)

## **AN EQUAL OPPORTUNITY EMPLOYER**

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.